

Essentials of Management	Helena	8-day series for managers	\$550
Meeting-ful Minutes	Helena	8:30 a.m. – noon	\$87
Working with Difficult People	Helena	8:30 a.m. – noon	\$87
Full-Cycle Human Resource Management	Helena	8:30 – 4:30 each day	\$182
Effective Meetings	Helena	8:30 a.m. – noon	\$87
Managing Multiple Priorities	Helena	8:30 a.m. – noon	\$87
Electronic Etiquette: E-mail & Voicemail	Helena	8:30 a.m. – noon	\$87
Documenting Disciplinary Action	Helena	8:30 a.m. – noon	\$87
Mentoring: The View from Both Sides	Helena	8:30 a.m. – noon	\$87
Pre-Retirement Planning	Helena	8:30 a.m. – 4:30 p.m. each day	\$115 (employees with PERS)
Signed & Sealed: Notary Necessities	Great Falls	8:30 a.m. – noon	\$50
FARM: Formatting Administrative Rules of Montana	Helena	8:30 a.m. – noon	\$87

starts July 10

July 10

July 11

July 12 & 26

July 17

July 17

July 18

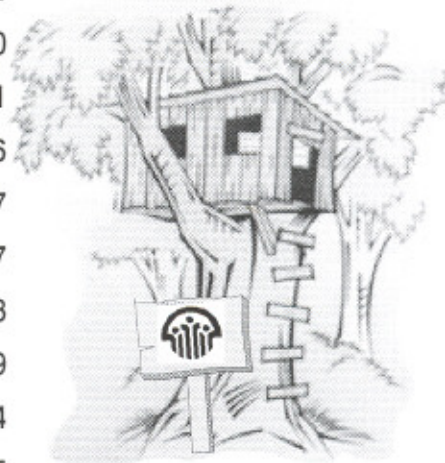
July 19

July 24

July 24 & 25

July 26

July 31



summartime
2007

courses offered for open enrollment

The Summer Schedule for our
Management Development
Programs ...

- *Essentials of Management*
- *Basics of Management (Missoula)*
- *Essentials of Management 2*

— is on the
back of this
poster.



Basics of Management	Missoula	6-day series for non-managers	\$425
Managing Workplace Stress	Helena	8:30 a.m. – noon	\$87
Telephone Presence	Helena	8:30 a.m. – noon	\$87
New Employee Orientation	Helena	8:30 a.m. – 4:30 p.m.	\$55
Approaching Supervision	Helena	8:30 a.m. – 4:30 p.m.	\$115
Creating a Motivating Environment	Helena	1 p.m. – 4:30 p.m.	\$87
Writing Job Descriptions	Helena	8:30 a.m. – 4:30 p.m.	\$115
Excellent Assistant Series	Helena	7 half days for support staff	\$320
Managing Change	Helena	8:30 a.m. – noon	\$87
Essentials of Management 2	Helena	7-day series for EOM graduates	\$480
All Kidding Aside: Preventing Harassment	Helena	8:30 a.m. – noon	\$87

starts August 1

August 7

August 8

August 9

August 14

August 14

August 22

starts August 28

August 28

starts August 29

August 30

Contemporary Writing Skills	Helena	1 – 4:30 (4th); 8:30 – noon (5th)	\$115	September 4 & 5
Records and Information Management	Helena	8:30 a.m. – noon	\$70	September 5
Meeting-ful Minutes	Great Falls	8:30 a.m. – noon	\$87	September 11
WARM: Writing Administrative Rules of Montana	Helena	8:30 – 4:30 (11th); 8:30 – noon (12th)	\$150	September 11-12
A Delicate Balance: Privacy and the Right to Know	Helena	8:30 a.m. – 4:30 p.m.	\$115	September 13
New Employee Orientation	Helena	8:30 a.m. – 4:30 p.m.	\$55	September 13
Pre-Retirement Planning	Billings	8:30 a.m. – 4:30 p.m. each day	\$115 (employees with PERS)	September 13 & 14
Effective Presentations	Helena	8:30 – 4:30 (19th & 20th); 8:30 – noon (21st)	\$208	September 19-20-21
Supervising Performance Improvement	Havre	8:30 a.m. – 4:30 p.m.	\$115	September 20
State Ethics Law	Havre	9 a.m. – noon	\$77	September 21
Ethical Issues in Public Service	Helena	8:30 a.m. – 4:30 p.m.	\$115	September 25
Managing Conflict	Helena	8:30 a.m. – 4:30 p.m.	\$115	September 25
Introduction to Myers-Briggs Type Indicator	Helena	8:30 a.m. – noon	\$105	September 26
Coping with the Angry Public	Helena	8:30 a.m. – noon	\$87	September 27

To register,
444-3985 or
pdc01@mt.gov

For details on
courses, visit
<http://pdc.mt.gov>

professional
development center

state personnel division
dept. of administration

